

ATTACHMENT II

GUIDE FOR COMPLETING FORM NO. 36-2, REPRODUCTION REQUISITION

The following instructions are keyed to individual items appearing on Form No. 36-2. Since this form is the basic instrument from which the Printing and Reproduction Division derives the information needed to complete work required of them correctly, it is essential that considerable care be given to completion of each item.

1. Ordered by (Person) - As a general rule, the name of the individual having the most knowledge of the work requested should appear in this item. Inquiries by the Printing and Reproduction Division will be directed to the person listed in this item. This item should not be confused with "Signature of Requisitioning Official". If no notation is made under "Remarks", the finished job will be delivered to the person ordering the work.
2. Building, Room, Phone - Explicit information should be furnished since delivery of the finished product will be dependent on this address.
3. This Date - Date requisition completed.
4. Date Job Required - A definite date should be furnished. Do not use "ASAP" since the latter has no real meaning to the Printing and Reproduction Division. Every effort is made to meet the "date job required" and, in most cases, production schedules are adjusted accordingly.
5. Branch or Office, Division, Section - This set of items should reflect Office of Personnel plus the letter abbreviation for the Staff or Division. If appropriate, the branch or section may be indicated under "Section" in abbreviated form.
6. Job Number - Leave this item blank. The job number for all Reproduction Requisitions originating in the Office of Personnel are assigned by PAS from the master reproduction job number register maintained by the Staff.
7. SERVICE REQUIRED (Column heading) - Place an "X" in the appropriate box indicating the type of process to be used. In the event that none of the given categories indicate the type of service required, the process most nearly related to the required service should be lined-out and the correct information typed in the same box.
8. Size - The exact size of the material to be printed, photostated, etc., should be furnished since this information will indicate the size of paper to be cut, etc. If this data cannot be furnished for technical reasons, some notation as to use of material or ratio of photographic reduction must be indicated under "Remarks".

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9. Number of Originals - Means the actual number of images, number of stencils (mimeograph, ditto, duplomat), number of pages of a form (printed front and back), or pamphlet, etc.
10. Copies Required on Each - This indicates the number of copies to be made from each original as noted in paragraph 9 of this guide.
11. TOTAL NUMBER OF COPIES (column heading) - The total number of copies is determined by multiplying the "Number of Originals" times "Copies Required on Each". As an example, if 5,000 copies are needed of a form printed on both sides of a sheet, the total number of copies will actually be 10,000, although 5,000 copies of the form will result from the printing. In the case of a "one original" reproduction, the "total number of copies" will equal "copies required on each".
12. PRINT (column heading) - The appropriate box should be checked. The terms "head to head" and "tumble head" indicate the result if a two-sided reproduction is turned or lifted from bottom to top. With "tumble head" forms, turning the form from bottom to top will bring the back page into correct reading position. "Head to head" forms, on the other hand, are printed in the same manner as the page of a book, e.g., turning the page from right to left will bring the back page into correct position.
13. BINDERY (column heading) - This item refers, in general, to the physical assembly or treatment of the finished product. The terms "assembled" refers to folding, collating of pages, and related processing. The term "unassembled" is checked whenever individual sheets are to be left unassembled (most forms fall into this category). The other terms may be defined as follows:
- a. Fastened - stapled and sewn, or gathered and fastened by other methods.
 - b. Punched - punching of holes at top or sides, etc., for inserting in "press-type" folders, loose-leaf notebooks, and similar binders with rings or prong fasteners.
 - c. Padded - assembly of sheets in tablet form for tearing-off as needed. . . accomplished by sealing top, bottom, or sides of collated sheets with a plastic or cloth binding.
 - d. Addressed - the pre-addressing of reproduced material or plain envelopes by use of an addressograph machine or similar device.
 - e. Perforated - the perforation of material such as "tear-off" forms, etc., to facilitate separation of sectional material or sheets.
14. DISPOSITION OF STENCILS, NEGATIVES, PLATES, COPY, ETC. (column heading) - except in the case of numbered forms, the Printing and Reproduction Division will follow instructions regarding the disposition of the subject items. It is often advantageous to allow the plant to retain stencils,

regulations, plates, etc., since the requesting office can then have material reprinted by completing a requisition and referring to the original job number in the "Remarks" section. The Printing and Reproduction Division files stencils, plates, and similar materials by job number for the purpose of meeting additional requests for re-printing. In the case of ditto mats and mimeograph stencils, however, it may be better to have such material destroyed or returned since material of this nature is usually suitable for one run only or may deteriorate with age.

15. Estimated Monthly Usage - A number should be inserted in this space, if appropriate, indicating the estimated number of copies to be used during an average month. This is particularly applicable to form material which is reprinted periodically. In the case of regulatory, instructional, and guide materials, the estimated monthly usage may be unnecessary since the material is usually printed on a one-time basis only (the same would apply to most photostats). The estimated monthly usage is particularly important when dealing with sensitized offset printing plates which are treated to preserve them for future use.
16. Classification - This item is completed when it is desired by the requester that reproduced material reflect a classification symbol (Secret, Confidential, Secret (when filled in), etc.). In most cases, this symbol can be printed on the material with standard markings used by the Agency.
17. Paper (Kind) (Color) - Specific information should be given to enable the plant meet the specifications of the requesting office. Such factors as the weight of paper will determine the number of copies which can be legibly typed, etc., in the case of form material.
18. Ink (Color) (Number) - The color of ink to be used in printing must be specified. The actual number of the ink, however, is seldom furnished by the requesting office since it represents technical information which can best be determined by the Printing and Reproduction Division.
19. Remarks - This section should be used to record additional instructions which cannot be noted in other items of the Reproduction Requisition. Information concerning delivery of the material to persons other than the individual placing the order may be given. In addition, technical specifications (size, assembly, punching, etc.) given in check-boxes should be noted, when necessary.
20. Signature of Requisitioning Official - See paragraph 5 of OPM.

Form No. 36-2, Reproduction Requisition, must be completed in an original and two copies, the white copy being the original. If the requisitioning official signs only one copy, his name should be typed on the signature line to provide identification of carbons. Supplies of Form No. 36-2 may be obtained from the Building Supply Room.